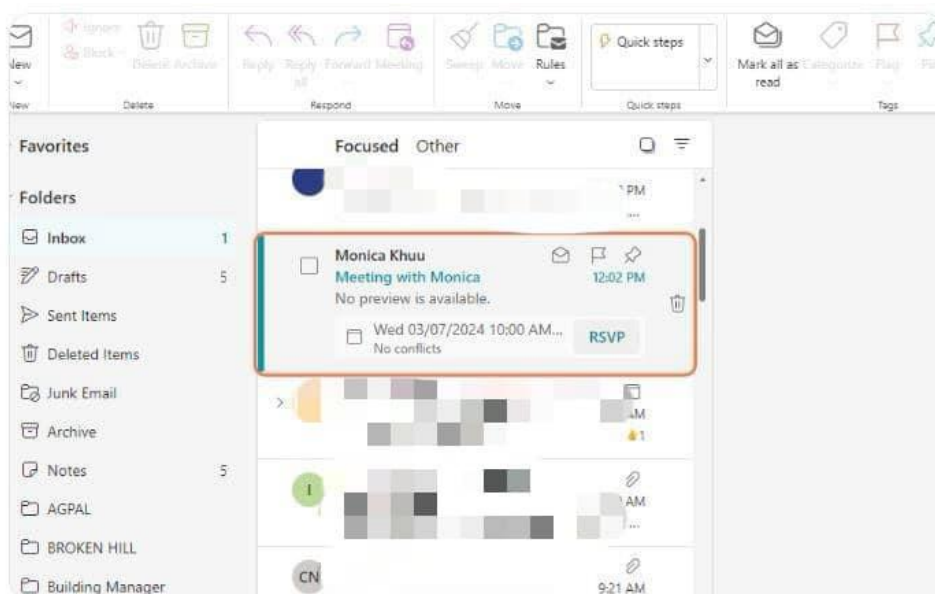


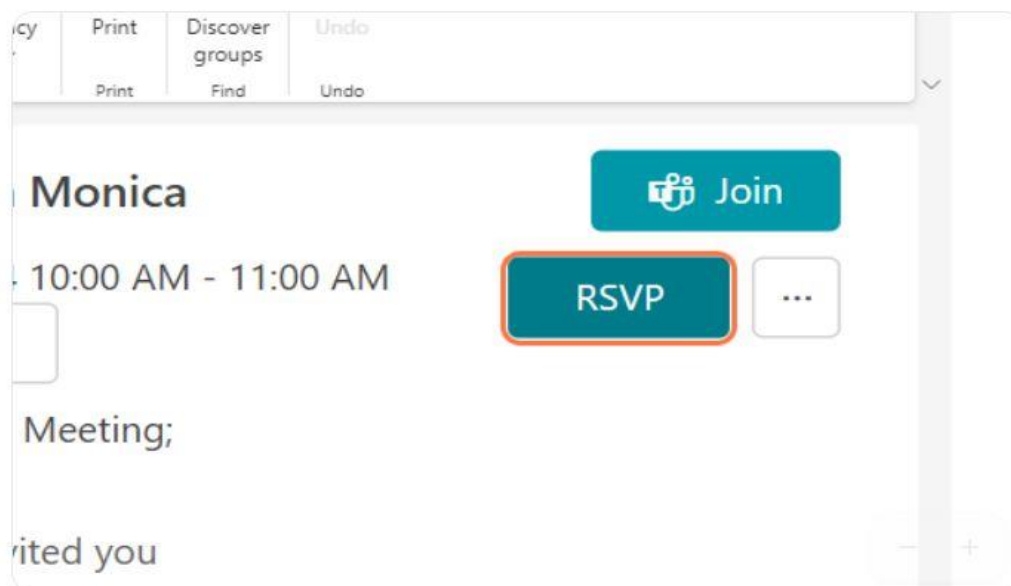
POV: Young person joining Meetings on Microsoft Teams with Outlook

Open Microsoft Outlook and login

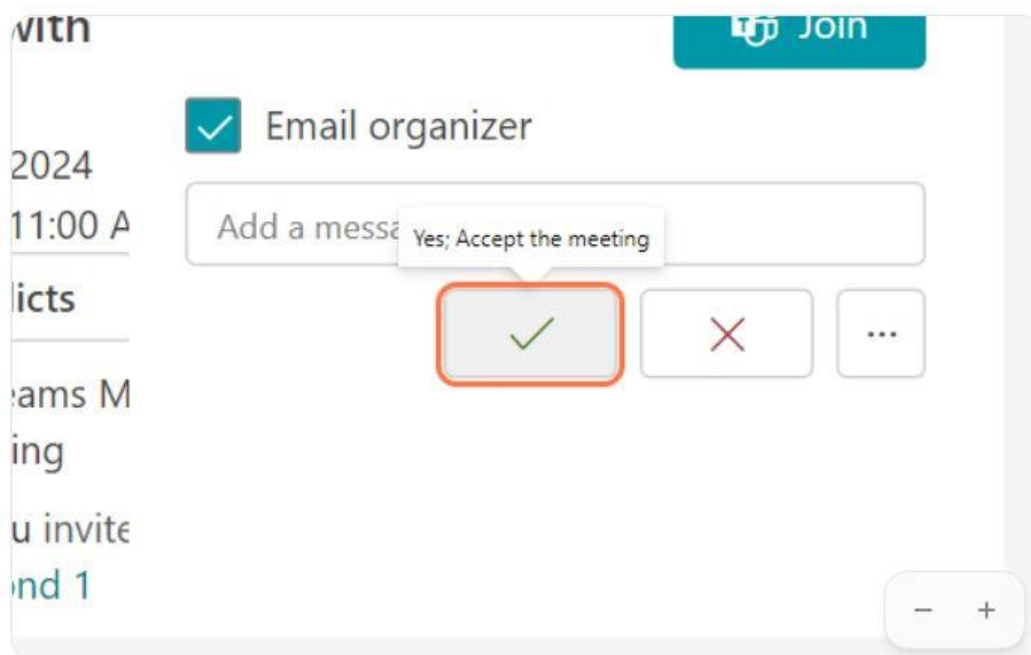
1. Click on Unread Meeting invitation start time 03 July at 10:00 with Monica Khuu.



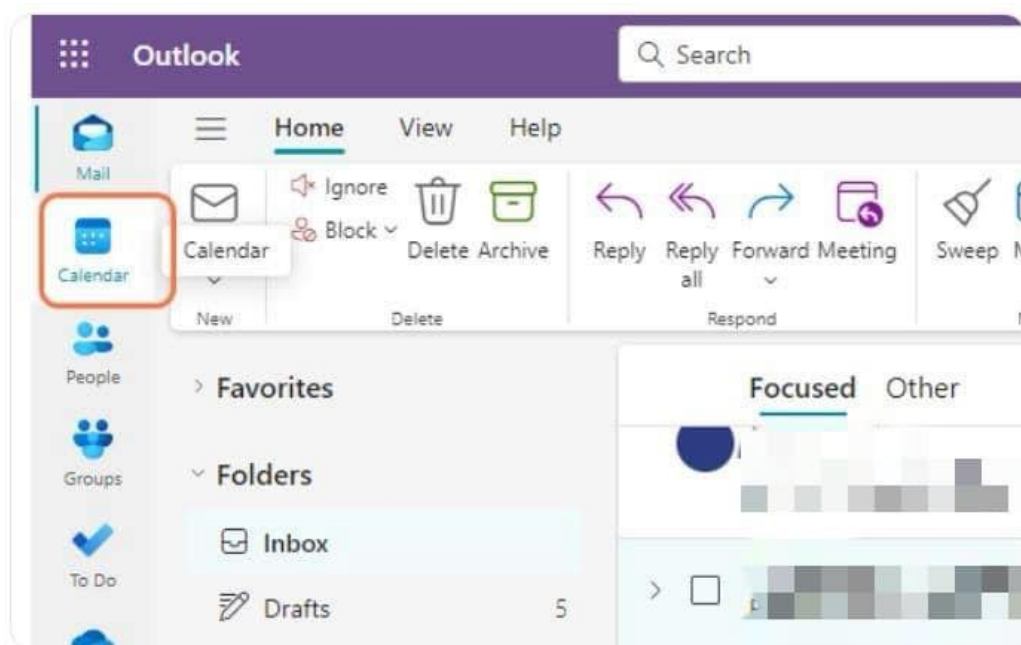
2. Click on the RSVP tab.



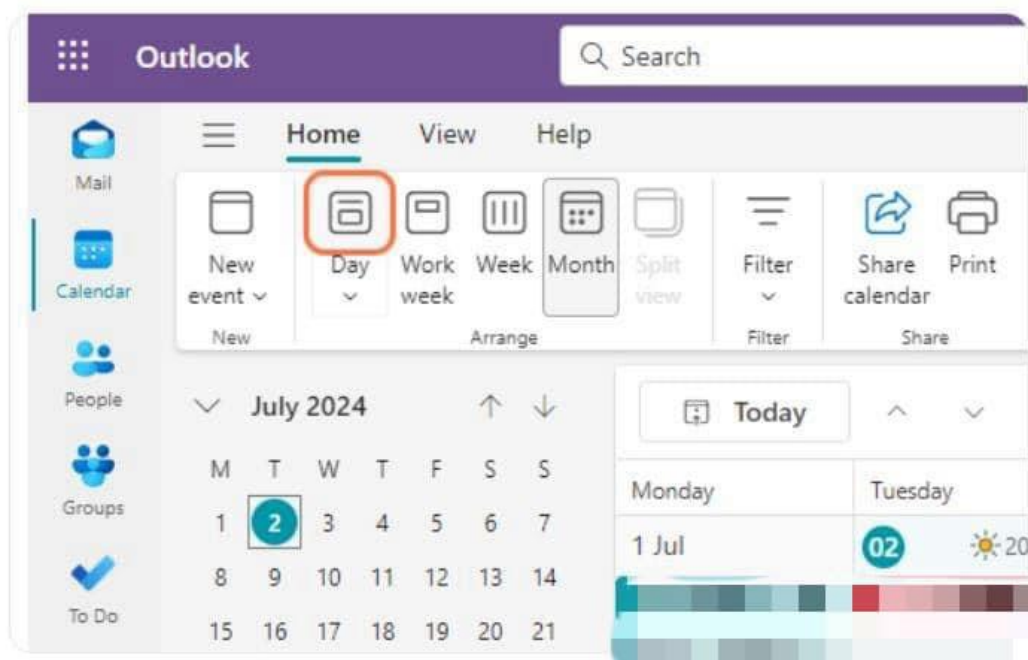
3. Click on the green Yes tick option to accept the meeting.



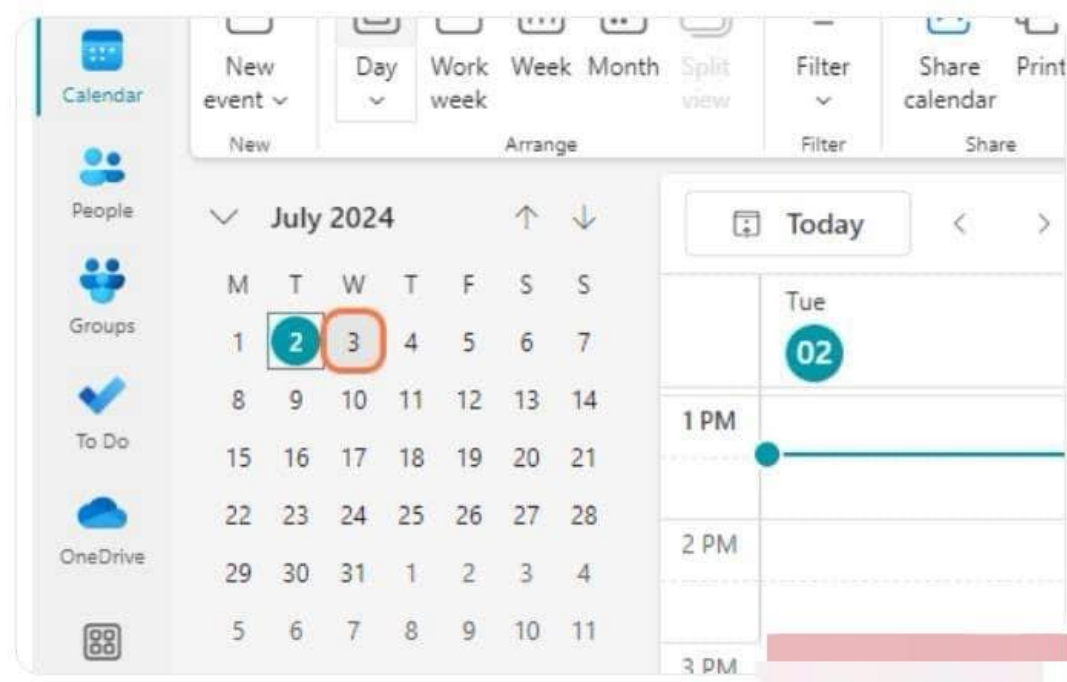
4. Click on the Calendar option to open your Outlook Calendar.



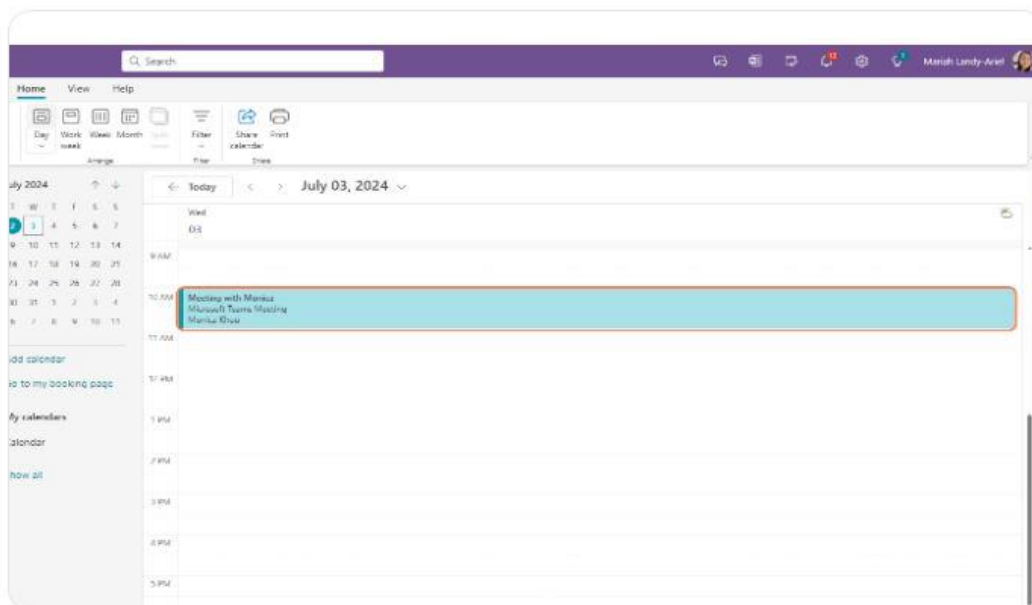
5. Click on the Day view option.



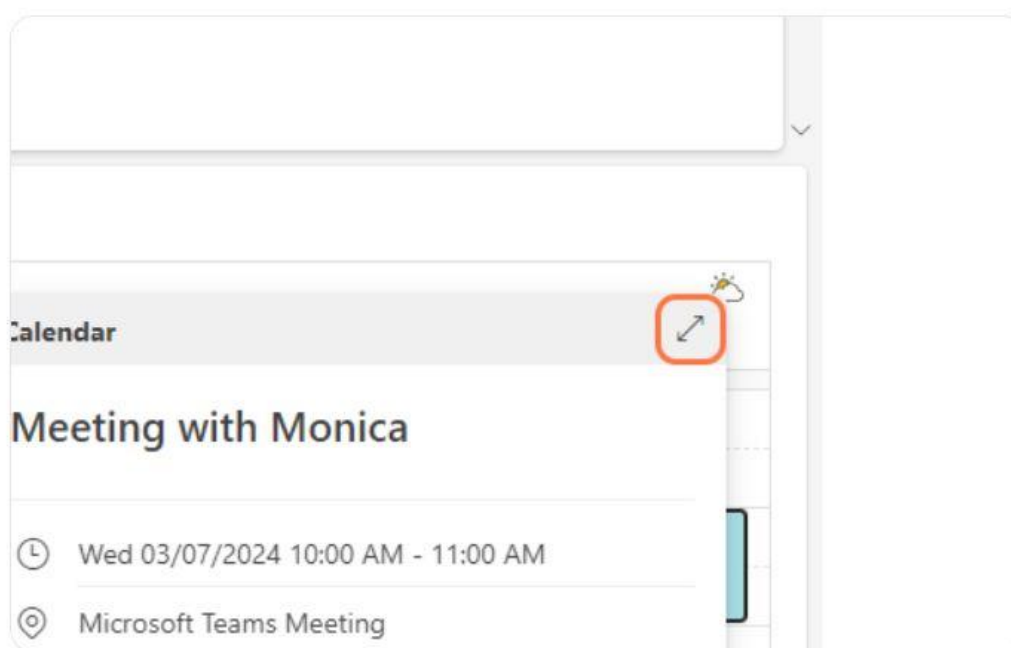
6. Click on 3 July, 2024.



7. Click on event from Wednesday, July 03, 2024 10:00 AM to 11:00 AM Meeting with Monica Khuu.



8. Click on the extend View event option.



9. Click on Join Teams meeting to join via the browser or open the Teams App.

